

CLIP Criteria Checklist

Employee Name: _____ Personnel #: _____

Supervisor/CLIP Rater: _____ CLIP Liaison: _____

CLIP Criteria will be created for the following:

- a) All regular employees after receiving a promotion, demotion, or a lateral transfer OR at the beginning of a new review period.
- b) All new employees within 30 days of employment.

1. _____ Complete each field on CLIP Criteria form with the appropriate employee information.
2. _____ Find the position in the CLIP 1 or CLIP 2 section of the CLIP Manual.
(NOTE: CLIP 1 will be all regular positions and CLIP 2 will be supervisory and administrative positions.)
3. _____ Determine if employee will be eligible for bonus or promotion.
(NOTE: If an employee will not have the necessary education or experience to be eligible for a promotion by the end of the review period, recommend the employee for a bonus only.)
4. _____ Complete Training Requirements, if any. Be specific! (Example: MS Word – Level I, Customer Service)
5. _____ Complete Project Requirements, if any. (NOTE: Director approved projects ONLY.)
6. _____ Complete Supplemental Requirements, if any. (NOTE: These can include projects that are not Director approved, but necessary to your office. Example: Re-organizing the file system.)
7. _____ Complete the Performance Evaluation with the appropriate information. Be sure to complete the Summary Statement, Standard and Method of Monitoring for each duty area.
8. _____ Place the CLIP Criteria form and Criteria Checklist on top of the Performance Rating Form and staple. Send to **Jennifer Davis, CLIP Coordinator, Human Resources, 1515 West Seventh Street, Suite 101** for review. All CLIP criteria must be submitted to the CLIP Coordinator for review prior to meeting with the employee.

If the forms are correctly completed and meet all required criteria, it will be returned to you and a meeting should be scheduled between the supervisor and the employee. At this meeting, it will be necessary for you to review all the CLIP criteria and PE criteria. The employee, CLIP rater and reviewing official will sign and date the form. Place the forms in the employee file. At time of CLIP and PE review, follow the procedures on the CLIP Review Checklist.